



**ACAC Grants Committee
(Arlington Cultural Council)**

August 2021 Minutes

7:30 p.m. – 9:00 p.m.

Present:

Nick Castellano, Recording Secretary	p	Emily Reynolds, Corresponding Secretary	x
Andrew Conway, Treasurer	p	Scott Samenfeld, Publicity Coordinator	p
Susan Larson, Chair	p	Todd Brunel	
Brian McMurray	p		

Remote Participation Following Executive Order on Remote Participation

Date and Time:

Registration in advance for this meeting:

<https://us02web.zoom.us/join/9tZMtcOitpj0tE9BC9wfOJq5PrGCQmOx-nSWg>

MINUTES

MEETING INTRODUCTION: Susan Larson confirmed that everyone had access, introduced the remote meeting and read the online meeting instructions from the Town.

1. Vote to approve June and July meeting minutes

Motion to approve the June Meeting Minutes was made by Andrew. Seconded by Nick.

Motion passed 5-0-0. Motion to approve the July Meeting Minutes was made by Nick.

Seconded by Andrew. Motion passed 5-0-0.

2. Grantee updates and discussion of 2021 grantee table and final reports received

Haiku in the Heights still needs to submit their materials for reimbursement

3. Treasurer report

Andrew had no updates except that there is a new grant management system and we all have access to it at this point. Andrew will be attending future webinars with instructions

on how to use the new system. We have a deadline at the end of this month to update our priorities and guidelines.

4. Corresponding Secretary update

No updates

5. Publicity update

Scott asked us to edit last year's announcement and prepare it for the upcoming year.

Additionally, we need to update the press release that includes our guidelines and priorities before September 1st so that it can be sent out in the next ACAC newsletter.

We need to decide on when the grant presentation will occur. Finally, we'll need to update any MCC help links that may have changed. Scott would like to make the tone of the release a little more professional as well. Committee members will work offline during the month to prepare this.

6. ACAC Liaison update

An ACAC gathering was postponed until this Thursday. Nick will forward information for those that can attend.

7. New member application vote

Members voted on approving Brian McMurray as a member of the committee. Motion was made by Susan to approve. Motion seconded by Nick. Motion passed 5-0-0.

8. 2022 grant cycle

a. Review Community Input results

Susan said that we had about 40 responses of input to our community survey.

Ultimately we will be using these responses as we craft our guidelines for the

b. Finalize guidelines

The Committee worked on some basic language and guidelines but these will be finalized by Susan and Scott

c. Grant workshop

The Grant workshop will take place on September 22nd and will be part presentation and part 1 on 1 workshop with grant writers as well. This will be run by Nick and all others that can attempt help with the 1 on 1 workshops.

d. New MCC grants management system

Andrew had previously updated us on the grants management system.

e. Review timeline

The committee reviewed the regular timeline for the grants cycle.

9. Other Business

No other business.

10. Adjourn

Motion to adjourn made by Nick. Motion seconded by Andrew. Motion passed 5-0-0.

The meeting adjourned at 8:42pm

Submitted by Nick Castellano, Recording Secretary